



Albion College

2024-2025 VERIFICATION FORM – DEPENDENT STUDENT

Your Free Application for Federal Student Aid (FAFSA) was selected for verification. The Office of Financial Aid is required by federal regulation to collect documentation to verify the information you entered on the FAFSA.

Failure to complete verification will prevent processing of your financial aid or cause billing back of aid already received. Awarding of all financial aid is contingent upon availability of funds.

STEP 1 – STUDENT INFORMATION

Name: _____ Student ID Number: _____

STEP 2 – HOUSEHOLD INFORMATION

Use the chart below to list the people in the household of the parent(s) listed on the FAFSA. Include the first name, last name, age, and relationship to you for the following people:

- The student.
- The parents (including a stepparent) even if the student doesn't live with the parents.
- The student's siblings if the following are true:
 - They live with the student's parents (or live apart because of college enrollment),
 - They receive more than half of their support from the student's parents, and
 - They will receive more than half their support from the parents from July 1, 2024 to June 30, 2025.
- Other persons if the following are true:
 - They live with the student's parents,
 - They receive more than half of their support from the student's parents, and
 - They will receive more than half their support from the parents from July 1, 2024 to June 30, 2025.

Include information about whether any of the household members (excluding parents) will be enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1, 2024 and June 30, 2025.

Note: We may request additional documentation to verify college enrollment for other family members.

Full Name	Age	Relationship to student	College Name	Enrolled at Least Half Time (Yes or No)	Under-graduate	Graduate
You (The Student)		Self	Albion College	Yes	X	

If more space is needed, provide a separate page with the student's name and ID number at the top.

STEP 3 – STUDENT INCOME AND TAX INFORMATION

Select **ONE** of the following depending on your tax filing situation.

- Tax Data Successfully Transferred** – The student transferred their IRS tax information directly from the IRS to the FAFSA and made no changes to that information.
- 2022 Tax Return OR Tax Return Transcript** – The student completed a federal tax return and will provide the school with a Signed Copy of the 1040 and or 2022 IRS Tax Return Transcript. (Detailed instructions are below for requesting the IRS Tax Return Transcript.)
- 2022 Non-Tax Filer with NO Earnings** –The student did not complete a tax return for 2022 and had no earnings in 2022.
- 2022 Non-Tax Filer with Earnings** – The student did not complete a tax return but had earnings in 2022. Complete the chart below listing all employers and total earnings. You must also provide copies of all W-2s.

Employer's Name	Amount Earned in 2022
Total Amount of Income Earned from Work	\$

If more space is needed, provide a separate page with the student's name and ID number at the top.

REQUESTING IRS DOCUMENTATION

To request a Tax Return Transcript or a Verification of Non-Filing letter, complete one of the following:

- Online Request – Go to www.IRS.gov. Under the Tools & Applications heading on the homepage, click “Get Your Tax Records”. Select “Get Transcript Online” or “Get Transcript by Mail.” Make sure to request the “IRS Tax Return Transcript” and **NOT** the “IRS Tax Account Transcript.” For a Verification of Non-Filing Letter, you must select the Get Transcript Online option.
- Telephone Request – 1-800-908-9946
- Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T

Those who file a paper tax return generally have access to the IRS Tax Return Transcripts within 6-8 weeks after the paper tax return has been received by the IRS. Contact the Office of Financial Aid if more information is needed about obtaining an IRS Tax Return Transcript.

STEP 4 – PARENT INCOME AND TAX INFORMATION

Select **ONE** of the following depending on your tax filing situation. Detailed instructions for requesting IRS documentation can be found on the Student Income and Information page.

- Tax Data Successfully Transferred** – The parent transferred their IRS tax information directly from the IRS to the FAFSA and made no changes to that information.
- 2022 Tax Return OR Tax Return Transcript**– The parent completed a federal tax return and will provide the school with a Signed Copy of the 1040 and or 2022 IRS Tax Return Transcript.
- 2022 Non-Tax Filer with NO Earnings** – The parent did not complete a tax return for 2022 and had no earnings in 2022. Each parent must provide an IRS Verification of Non-Filing letter.
- 2022 Non-Tax Filer with Earnings** – The parent did not complete a tax return but had earnings in 2022. Complete the chart below listing all employers and total earnings. You must also provide copies of all W-2s along with an IRS Verification of Non-Filing Letter for each parent.

Employer's Name	Amount Earned in 2022
Total Amount of Income Earned from Work	\$

If more space is needed, provide a separate page with the student's name and ID number at the top.

STEP 5 – CERTIFICATION AND SIGNATURE

Each person signing below certifies that all of the information reported is complete and correct. Signatures must be original and cannot be a typed font.

 Student's Signature Date

 Parent's Signature Date

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Completed forms and documentation can be brought to the Office of Financial Aid, emailed to financialaid@albion.edu, faxed to 517/629-0581, or mailed to the address below. Social security numbers and bank account information should be redacted for security purposes.

All forms submitted to the Office of Financial Aid should include your name and student ID.